



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

TO: Science Educators, Superintendents, Principals, Special Education Coordinators, and Curriculum Coordinators

FROM: Gail Taylor, Division Director, Standards and Assessment
Michael Hock, Director of Educational Assessment

RE: Educators Needed to Participate in Item Review and Bias/Sensitivity Review for the NECAP Science Test

DATE: April 1, 2009

ADMINISTRATORS: PLEASE FORWARD THE FOLLOWING INFORMATION TO ALL APPLICABLE STAFF MEMBERS

The Vermont Department of Education Standards and Assessment Team is pleased to announce two different opportunities for science teachers and other educators to participate in the on-going development of the New England Common Assessment Program (NECAP) Science Assessment in August. Each opportunity is described below:

1. Item Review for the Spring 2010 NECAP Science Assessment

Prior to field-testing all NECAP science items are reviewed for alignment to the appropriate grade level expectations, targeted depth of knowledge level, student accessibility and instructional relevance. This work is done by three review panels – one for each of the grade levels that are assessed – made up of a total of 12 educators, four each from Vermont, New Hampshire and Rhode Island. Item review will take place at the Attitash Grande Summit Hotel in Bartlett, NH, on August 11 and 12. To qualify, educators should (a) have experience teaching science at the elementary, middle or high school level, (b) have experience using the Science Grade Level Expectations for classroom instruction and assessment and (c) be willing to work collaboratively with educators from the three NECAP states.

2. Bias/Sensitivity Review of the Spring 2010 Science Assessment

Prior to field-testing all NECAP Science test items are reviewed by a select team of educators to ensure that they are free from language or content that may negatively impact the test performance of a specific subgroup of students. In general, the goal of Bias and Sensitivity review is to help ensure that test items reflect students' classroom experiences, not their life experiences or cultural opportunities. This work is done by a team of 18 educators, six each from Vermont, New Hampshire and Rhode Island, who either represent a subgroup of interest (e.g., racial, ethnic or religious groups, rural or urban interests, individuals with disabilities, recent

immigrants, English language learners, etc.) or have direct experience working with student from these subgroups. Bias and Sensitivity review for the NECAP Science tests will take place at the Attitash Grade Hotel in Bartlett, NH, on August 11 and 12, 2009. To qualify, educators should (a) have current and direct experience teaching or working with elementary, middle or high school level students, (b) offer a unique perspective on one or more specific student subgroups, (c) be willing to work collaboratively with educators from the three NECAP states who represent diverse perspectives.

- Guest rooms will be reserved for all participants for the evenings of August 10 and 11.
- On August 11, breakfast and registration will be from 7:30-8:30.
- Kickoff for the IRC and Bias meetings will be at 9:00 with lunch from 12:00-1:00. Day 1 concludes at 5:00.
- On August 12 breakfast will be from 7:30-8:30 with the reviews beginning at 8:30. Lunch will be from 12:00-1:00 and the day will conclude at 4:00.

Participants will receive a \$100.00 a day honorarium, a \$25.00 meal stipend reimbursement for each night they stay (8/10 and 8/11) and mileage reimbursement will be the federal rate at the time of the meeting.

All interested individuals should complete the attached application and mail or e-mail it to:

Mary Ann Minardo
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
MaryAnn.Minardo@state.vt.us

Applications should be submitted by May 15. Department staff will review all applications and assign the most qualified individuals to each of the review teams. In some cases preference may be given to individuals from under-represented groups, positions or regions of the state. Successful applicants will be notified by May 20.

Questions should be directed to Mary Ann Minardo by phone (802-828-5410) or e-mail.

**NECAP IRC/BIAS REVIEW
AUGUST 2009**

Vermont Department of Education Standards and Assessment Team

**APPLICATION FOR NECAP SCIENCE
ITEM REVIEW AND/OR BIAS/SENSITIVITY REVIEW**

Name _____ School _____

School Phone _____ Home Phone _____ E-Mail _____

Summer E-Mail if different _____

Current Position _____ Grade Level _____

Please check the activity or activities for which you are applying:

- ☐ Bias and Sensitivity Review (August 11-12, 2009)
☐ Item Review (August 11-12, 2009)

Please provide the following information (use the back of this page if needed):

ALL APPLICANTS: Describe your teaching and/or administrative experience particularly as it relates to the activity for which you are applying.

APPLICANTS FOR BIAS/SENSITIVITY REVIEW: Describe the subgroup or subgroups of students you wish to represent noting the perspectives or experiences that make you qualified to represent them.